

DOCUMENTATION REQUIRED WITH EACH PAYMENT VOUCHER REQUEST:

Each company is responsible for keeping total and accurate records of all expenditures related to both **grant** and **matching** funds. Companies are required to keep these records on file for a period of **seven years**, in case of an audit.

GRANT FUNDS

(Label all grant funds documentation "GRANT")

1. Salaries (For use with In-house Trainers only):

- A. List the trainer and training module.
- B. Copies of signed time logs, training spreadsheets, payroll information, or similar records verifying dates and hours spent on training, identification of the trainer and training program, and the cost of the training. (The total hours/cost of training should equal out to the dollar amount listed under salaries in the budget.)
- C. Hourly rate of trainer and total cost of training.

2. Materials, Supplies, Equipment, Other:

Copies of paid invoices, sales slips, bills of lading or similar information documenting what was purchased. At the end of the program, these items should equal the dollar amounts listed in the appropriate categories.

3. Consultants and Contracted Services:

- A. Copies of paid invoices or similar type documents that identify the training provider, training program and dates of training.
- B. Attach copies of check(s) verifying payment.

MATCH FUNDS DOCUMENTATION

(Label all match funds documentation "MATCH")

1. Salaries: (For capturing trainee salary expenses)

A **sampling** of the actual records used to capture match monies. Signed attendance logs, signed time sheets, payroll records (not gross earnings reports), and spreadsheets are acceptable. The records should indicate the name(s) of the person(s) trained, the number of training hours involved, hourly rate(s), total cost per trainee, and the training program name (module). **See sample attendance record in package.

2. Materials, Supplies, Equipment, Other:

Samplings of paid bills or invoices, sales slips documenting the expenditures in the appropriate category.

3. Consultants and Contracted Services:

- A. A **sampling** of the paid invoices.
- B. A copy of the check register or cancelled check showing payment.

Final Evaluation & Final Payment:

A Final Evaluation form will be sent electronically 60 days prior to the contract termination date and must be submitted no later than 30 days following the conclusion of the grant. **No final payment can be made until the final evaluation is completed.** Note: If you finish your training early, please contact your field representative for a copy of the final evaluation.

Trainee Evaluations from 30% of the total number of trainees in the program can be submitted with any payment request but must be received prior to the release of the final payment (one evaluation per each trainee in the sampling) These evaluations should cover **all training components included in the entire training program.**